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# BUSINESS LICENSE APPLICATION 2024

This is my final return. Date business ceased to operate in the Town of Haymarket \_\_\_\_\_

## 2024 Business Professional and Occupation License (BPOL) Application and Renewal Form

**Renewal Application and payment are due in full on or before April 30, 2024**

**New businesses beginning on or after January 1, 2024 have 30 days to make application and remit payment**

Business Name \_\_\_\_\_  
 All new license applicants must provide proof of trade/fictitious name registration (if different from owner name) from the Prince William County Clerk of the Court

Trade Name \_\_\_\_\_  
 (If different)

Federal ID/SSN \_\_\_\_\_

Sole Proprietor – Business Owner is Legally Present in the United States  
 The applicant, in submitting this business license application for themselves or on behalf of a sole proprietor as a business owner, hereby certifies that the sole proprietor is lawfully authorized to be present and to work in the United States pursuant to all applicable federal laws and regulations for the full duration of the license period covered by this application

Partnership – All Partners are Legally Present in the United States  
 The applicant, in submitting this business license application on behalf of a partnership as business owner, hereby certifies that each and every partner is lawfully authorized to be present and to work in the United States pursuant to all applicable federal laws and regulations for the full duration of the license period covered by this application. For Limited Partnerships, you must provide proof that your business entity is registered with the Virginia State Corporation Commission

Corporation  LLC  
 Provide business entity registration with Virginia State Corporation Commission.

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Haymarket physical address \_\_\_\_\_  
 (If different from mailing address)

Email Address \_\_\_\_\_

Business Phone \_\_\_\_\_

Date Business Began \_\_\_\_\_

Virginia Sales & Use Tax ID # \_\_\_\_\_  
 (If Applicable)

Description of Business \_\_\_\_\_  
*All new license applications for in-town businesses must provide a copy of your Certificate of Occupancy or in the case of an in-home business, a copy of your approved Special Use Permit Application.*

### ADDITIONAL INFORMATION REQUIRED FOR CONSTRUCTION, REMOVAL, REPAIR, OR IMPROVEMENT CONTRACTORS

To be issued a license for a contractor/home improvement business, you must provide the Registration Number for a valid Class A, B, or C Contractor's License issued in your business name by the Virginia Board for Contractors.

VA Contractors Reg. No. \_\_\_\_\_  
 Class 'A'  Class 'B'  Class 'C'

All Contractors must also complete a Contractor's Certificate of Worker's Compensation Insurance. Virginia Code 58.1-3714 prohibits a municipality from issuing or reissuing a business license to a contractor who has not obtained or is not maintaining worker's compensation coverage for his employees, if such coverage is required.

Complete the following if applicant is a Virginia-based Contractor with a principal office located in a jurisdiction other than the Town of Haymarket:

Name of Virginia Jurisdiction where principal office is located: \_\_\_\_\_

Does locality impose a local business license tax? \_\_\_\_\_

If so, please provide current license # \_\_\_\_\_

**Attn: Contractors:** If this is for one specific project, please indicate the Business/Resident name and location here:  
 \_\_\_\_\_

#### OFFICE USE

Account No. \_\_\_\_\_

Date Filed \_\_\_\_\_

Zoning Permit # \_\_\_\_\_

### CALCULATE LICENSE TAX AMOUNT DUE – YOU MUST COMPLETE REVERSE BEFORE COMPLETING THIS SECTION

- Enter tax rate from business classification from reverse side Table C, Part A.....
- Enter total 2023 business gross receipts, or if a new business (business started on or after January 1, 2024), an estimate of your 2023 gross receipts. Wholesale merchants report total gross purchases rather than gross receipts.....
- Enter allowable adjustments from reverse side Table A (if applicable).....
- Subtract Line 3 from Line 2. This is your taxable gross receipts.....
- Divide Line 4 by \$100, and then multiply by the tax rate entered on Line 1.....
- If business began after 1/1/2023 but before 1/1/2024, complete reverse side Table B then enter the adjustment amount to the 2023 license tax for new businesses.....**
- Enter flat rate from reverse side Table C, Part B (if applicable).....
- Add the amounts on Line 5, Line 6, and Line 7 above. This is your 2023 License tax due.....  
**Minimum tax is \$35**

**Make check payable to: Town of Haymarket, 15000 Washington St, #100, Haymarket, VA 20169**

Add a 10% late payment penalty and daily interest calculated at a rate of 10% per annum, if paying after April 30, 2024 for existing businesses Or more than 30 days past the start date for new businesses.

Tax \_\_\_\_\_  
**Minimum Tax \$35**  
 Penalty \_\_\_\_\_  
 Interest \_\_\_\_\_  
 TOTAL \_\_\_\_\_

**TABLE A – ALLOWABLE ADJUSTMENTS – TO BE COMPLETED ONLY BY GASOLINE/DIESEL FUEL SUPPLIERS AND CONTRACTORS**

1. Gasoline/Diesel Fuel Suppliers/Wholesalers enter 2023 State/Federal excise fuel tax collected.....
2. Contractors located in The Town of Haymarket may subtract 2023 gross receipts from work performed in Other Virginia jurisdictions that impose a similar business license tax, but only if the amount Subtracted is reported to the other Virginia jurisdictions. YOU MUST PROVIDE A COPY OF YOUR COMPLETED BUSINESS LICENSE APPLICATION FROM THESE JURISDICTIONS OR THE ADJUSTMENT WILL BE DISALLOWED (Virginia Code 58.1-3715).....
3. Add lines 1 and 2. This is your total allowable adjustments. Enter here and on reverse side, Line 3.....


**TABLE B – ADJUSTMENT TO 2024 LICENSE TAX – COMPLETE ONLY IF BUSINESS BEGAN AFTER 1/1/2022 BUT BEFORE 1/1/2023**

1. Enter tax rate for business classification from Table C, Part A.....
2. Enter your 2023 taxable gross receipts amount from reverse side Line 4.....
3. Divide Line 2 by \$100, and then multiply by the tax rate entered on Line 1.....
4. Enter the license tax paid when your 2023 Business License was issued.....
5. Subtract Line 4 from Line 3. If the result is less than \$0, enter the negative amount. This is the adjustment amount to the 2023 license tax. Enter here and on reverse side Line 6.....


**TABLE C – TAX RATE SCHEDULE**

**PART A: TAX RATES SCHEDULE FOR LICENSE TAX BASED ON GROSS RECEIPTS**

Business Classification	Tax Rate Per \$100/Gross Receipt
Contractor based in the Town of Haymarket (CN)	\$0.15
Contractor located in another VA jurisdiction which imposes a BPOL or similar tax (CT)	\$0.15
Wholesale Merchant (WS)	\$0.05/purchases
Retail Merchant (RM)	\$0.15
Financial Services (FS)	\$0.30
Real Estate Services (RE)	\$0.30
Professional Services (PF)	\$0.30
Repair Services (RS)	\$0.15
Personal Services (PS)	\$0.15
Hotel (HT)	\$0.15
Business Services (BN)	\$0.15
Restaurants (RT)	\$0.10
Public Service Corporations	\$0.10
Manufacturer (MN)	EXEMPT

**PART B: TAX RATE SCHEDULE FOR FLAT FEE LICENSES**

Business Classification	Flat Rate Fee
Itinerant Merchant/Peddler	\$500/annually
<b>Outdoor Events (Need event application)</b>	<b>\$300/per occurrence</b>

No business license will be issued until all delinquent business license and tangible personal property taxes owed by the applicant to the Town of Haymarket have been paid (VA Code 58.1-3700)

**DECLARATION**

It is a misdemeanor for any person to willfully subscribe an application that he does not believe to be true and correct as to every material matter. Businesses are subject to audit by the Town of Haymarket pursuant to VA Code 58.1-3109. I declare that the statements and figures herein given are true, full and correct to the best of my knowledge and belief.

**APPLICANT SIGNATURE**

**DATE**